

With the name of Allah, the All-Merciful, the Very-Merciful
بسم الله الرحمن الرحيم

For mosque-based morning schools with breakfast schemes (that provide education and practical training)

(Islāmic culture)

Good Manners and Etiquettes of Daily Life

From: "Qur'āni wa Akhlāqī Qāidah" (Urdu, Hindi, Telugu and English) published by Islāhī Charitable Trust, Nizamabad, AP
O Muḥammad ṣallī Allahu alayhi wa alayhi ṣallam You surely hold an excellent standard of character (good manner). (Qur'ān 68:4)
Prophet said: I have been sent to take (the concept of) noble character to the pinnacle. (Baihaqi's As-Sunan 21301)
On the Day of Judgment, people with the best characters will be closest to the holy Prophet ṣallī Allahu alayhi wa alayhi ṣallam (Alīnad 6447)
The heaviest thing to be placed in the scale pan of a Believer would be good character (manner). (Tirmizī 1926)
Say (O Prophet): .If you really love Allah, then follow me, and Allah shall love you and forgive you your sins.
Allah is Most-Forgiving, Very-Merciful. (Qur'ān 3:31)

Reformation of Society and Eradication of Evils

There is no god but Allah, Muhammad is Allah's Prophet

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Put the Sunnah into practice and popularize it. Attain the reward of both the worlds by publishing this handbill.

Practical guidelines for students, youths, parents, teachers and general Muslims:
■Students and young people should pay special attention to cleanliness of body and clothes and should put on caps or tajs over their heads.
■Teach the children etiquettes of conversation like saying "please" (āp, jī, āiye, jāiye, khāiye). Prevent them from using vulgar language, abuses and curses. Ask them to say Tawbah (repentance to Allāh) frequently. Ask them to have friendship with studious students. Keep them away from non-studious ones.
■Students and youths should not let their gazes upon their parents while talking. They should lower their gazes. When entering the house, they should say Salām. Parents should teach them that Allāh says: "Do not say to them: uff (a word or expression of anger or contempt) and do not scold them. . . and submit yourself before them in humility out of compassion, and say, 'My Lord, be merciful to them.' " (Qur'ān 17:23-24)
The Crown-holder of Madīnah ṣallī Allahu alayhi wa alayhi ṣallam said: Paradise lies under the feet of mothers. (Kanzūl Ummāl 45439)
The father is the central gateway to Paradise. (Alīnad 20724)
■Get up from sleep with the Fajr Azān. Say Salām to family-members, perform Wuzū, offer Fajr prayer at mosque. Read the book Qur'āni wa Akhlāqī Qāidah published by Islāhī Charitable Trust. Fold up your beds. Sweep the house and clean the toilet. Massage the hands and feet of parents. Brush the shoes of yours and theirs. Wash clothes. Do your work yourself. This is the Sunnah (customary practice) of the Prophet ṣallī Allahu alayhi wa alayhi ṣallam. Extend help to Muazzin Sāhib in cleaning the mosque. ■Memorize your lessons. Respect your teachers. Do service to them. Massage their feet when needed. Go to play after Aṣr. Firmly resolve what you want to

be in future, like becoming a Ḥāfiẓ, an Ālim, a doctor, an engineer, a post graduate, an advocate, a journalist, a scientist, an honest politician, a businessman, a farmer, a public servant, etc (In Shā Allāh), and resolve to keep away from begging and to serve humanity. Say greetings to non-Muslim students and youths. Intermingle with them and keep them inviting towards Islām. ■For every good work, say Bismillāh, Mā Shā Allāh, Sub-ḥānallāh, Allāhumdullāh or Allāhu Akbar, according to the situation (يَسْمِ اللّٰهَ مَشَاءَ اللّٰهَ مَبْلُغانَ الْحَمْدُ). For a future intention, say In Shā Allāh (إن شاء الله). If you commit a sin, then say Astaghfirullāh (أستغفر الله). Do a good work with the right hand and dirty works with the left hand. On facing a trouble or losing an object, say Innā lillāhi wa innā ilaihi rāji'un (إِنَّا لِلّٰهِ وَإِنَّا إِلَيْهِ رَاجِعُونَ). ■Mingle with others at home. Do not talk more than needed. Keep silent. Visit your neighborhood daily. Say Salām and do service to them. ■Visit your relatives or call them to your house every week or every month and organize a feast. Give financial aid to them. ■Say sorry on every wrongdoing. Repeat the words of Astaghfirullāh (أستغفر الله) and waḥu annā waḥfir lanā waḥfirannā (وَاعْتَابُوا لَنَا وَاعْتَابُوا لَنَا) 100 times every day and say Durūd Sharīf: Allāhumma ṣālii āla sayyidina muḥammadin wa āla āli sayyidinā muḥammadin wa bārik wa sallim (عَلَيْهِمُ السَّلَامُ) at least 63 times a day. ■Television and computer: Do not watch serials. Only watch Discovery programs. Do not use cell phones (unnecessarily). ■Do not use parents' vehicles. Use bicycles instead. Go and purchase necessary domestic commodities from market. Provide comfort to parents. Go to bed at 10:00

p.m. Before sleeping, (preferably) hold your tongue to punish it. Seek Allāh's forgiveness from all the sins of the day. ■Be regular to the five Salāhs (Namāz). ■Method for making children regular Salāh-offers: Habituate them with regular prayers when seven years old. When ten years old, separate their sleeping beds and if they miss a Salāh (Namāz), beat them. (Abū Dāwūd 418)
Do not cook meal if somebody in the house misses a Salāh and let all miss one meal. Let all the adults and children remain hungry. Repeat this as many times as needed. In Shā Allāh, all will become regular Salāh-offers. ■Ask the children to carry alms and charities to the needy. Provide for the fees or books of a poor student. Feed a person every day. Arrange for community meal at the mosque every day so that travelers or poor Salāh-offers may get to eat. ■Road etiquettes: ■Remove obstacles from the way like thorns, stones, banana-peels, etc. Do not park vehicles and bicycles on road. Thus neither cause trouble to others nor get troubled. Help passers-by. Give your seat to an elder in buses and trains. Walk on the left. Honor the queues. Do not get in a hurry while driving and thus prevent accidents. ■Good manners: Affection, mild temperament, simplicity, fulfilling promises, sacrifice, steadfastness (Ṣabr), thankfulness, lawful earning, honest transactions, truthfulness, etc. are guarantors of Paradise. Learn them and practice them. ■Evil manners: anger, falsehood, backbiting, calumny, slander, stinginess, abusive language, ostentation, revenge, breaking promise, hatred, ill-will, malice, unlawful earning, fraud, quarrels, fights, bribery, interest-exaction, singing, dancing, cinema, television serials, stealing, drinking wine, accepting dowry, etc. are all evils which take a

person to Hell. These are Satanic acts. ■Remember the day, month and year of the Islāmic Hijri calendar and also of the Gregorian calendar. ■Remember: The world has been created for humans and humans have been created for the Hereafter. (Shuāb-ul Imān 10185)
This world is a place of trial. Everybody has to answer five questions in the Hereafter: 1. How did you utilize your life? 2. To what extent did you put your knowledge to practice? 3. Wherefrom did you earn your wealth? 4. Where did you spend your wealth? 5. In what acts did you degrade your body? (Tirmizī: 2341)
This world is a travelers'-inn for the Believer. It is a prison for him and a Paradise for the Unbelievers (Muslim: 5256). Always remember that you are not alone: Allāh is with you and Satan is with every soul. Two angels (Kirāmān Kātibīn, meaning noble writers) are with each of us, recording every word and act. All relations and friendships are there only before death. With death, all such ties will be cut off. None will benefit the other, except one's own good deeds. Good people will get to meet relatives, family-members and friends in the Paradise. ■Remember that the worshipping youth will be in the shade of Allāh's throne on the Day of Judgment. (Bukhārī 620)
■Hadīth: My Lord has commanded me to do nine things: (1) fearing Allāh in public and in solitude (2) saying equitable words in pleasure and in anger (3) taking a moderate path in poverty and in prosperity (4) maintaining relations with him who cuts it off (5) giving him who deprives me (6) forgiving him who oppresses me (7) making my silence a contemplation, and (8) my speech a remembrance of Allāh (9) making my sight a learning of moral. And I must enjoin the virtuous acts. (Mishkāṭ: 5358)

Clothing and Dressing Etiquettes

Girls, adult women and old women should preferably wear shirt-salwār, kurtah, and scarf (orhni) over their heads.

Men should wear pajamas and pantaloons above their ankles.

Sneezing and Yawning Etiquettes

Etiquettes of Sneezing, Yawning and Sleeping

Etiquettes of Sneezing and Yawning: ■The sneezing person should say: Allāhumdullāh (Praise be to Allāh), the listener should respond: Yarḥimukullāh (May Allāh have mercy on you!), at this the sneezer should say: Yahdikumullāhu wa yuslīḥu bālakum (May Allāh guide you and ameliorate your state. - Bukhārī 5756) ■The person should cover his face with his hand or cloth and keep the sound low. (Tirmizī 2669) ■When one yawns, he should place his hand over his mouth, else the Satan would enter. (Muslim 5312)

Etiquettes of Sleeping: ■The preferred Sunnah way is to perform wuzū, then lie down on one's right side keeping his right hand under his cheek. (Bukhārī 5836) ■The prayer to be recited at the time of sleep is: Allāhumma bismika amītu wa alyā (O Allāh! In Your name I die and live. - Bukhārī 5839)

Protection of Tongue

The Prophet ṣallī Allahu alayhi wa alayhi ṣallam said: "Whoever can guarantee (protection from sins of) what is between his two jaw-bones and what is between his two legs (i.e. his tongue and his private parts), I guarantee Paradise for him." (Bukhārī 5993) ■The two things that will take the largest number of people to the Hell are the mouth and the genitals. (Tirmizī 1927) ■One day Umar bin Al Khaṭṭāb came upon Abū Bakr As Siddiq while he was pulling out his tongue. Umar said to him, "Stop, may Allah forgive you!" Abū Bakr replied, "This has taken me to places of danger (sin)." (Mālikī 1567/56.5.12) ■Every morning, all the organs pray humbly to the tongue: "Our fate is tied with you. If you are right, we also remain right. If you get crooked, we also get crooked." (Tirmizī 2331) ■Every night before sleeping, one should punish the tongue by catching hold of it, so that we get to repent every day and that we might refrain from evil talks and useless speeches.

Punish the tongue every day

Etiquettes of Hair-Dressing and Facial Care

■Abū Hurairah narrated: The Prophet ṣallī Allahu alayhi wa alayhi ṣallam said: "Five practices are characteristics of the Fīrah (natural virtue): circumcision, shaving the pubic region, clipping the nails, cutting the moustaches short, and removing the armpit hair." (Bukhārī 5438) ■Anas reported: A time limit has been prescribed for us for clipping the moustache, cutting the nails, plucking hair under the armpits, shaving the pubic hair. It should not be neglected for more than forty nights. (Muslim 379/497) ■Ibn Umar narrated: Allah's Apostle ṣallī Allahu alayhi wa alayhi ṣallam said, "Cut the moustaches short and leave the beard (as it is)." (Bukhārī 5443) ■Abū Hurairah narrated: The Prophet ṣallī Allahu alayhi wa alayhi ṣallam said: "He who has hair should honour it." (Abū Dāwūd 3632/4151) In other words, if a person has long hair on head and has beards, he should take care of them.

Etiquettes of Purification and Bathing

Cleanliness is half of faith. (Muslim 328/432) ■Before entering toilet, recite this prayer: Allāhumma inni aʿuzubika minal khubuthi wal khabā'ith. (اللَّهُمَّ إِنِّي أَعُوذُ بِكَ مِنَ الْخُبْثِ وَالْخَبَائِثِ) = O Allah! I seek refuge with You from all offensive and wicked things (evil deeds and evil spirits. - Bukhārī 139) ■One should enter the wash room with left leg first. Cleaning should also be done with the left hand. ■One should not sit facing the Qiblah (the direction of Kaʿbah). ■Urination should not be done while standing. (Muslim 385/504, Tirmizī 12) ■Water, pebble, soil-lump or tissue paper should be used for cleaning. ■Upon getting out of the wash-room, one should recite this prayer: Allāhumdullāhīl-lazī aʿzabā ānnil-aʿzā wa āḥānī (اللَّهُمَّ الَّذِي أَذْهَبَ عَنِّي الْأَذَى وَغَفَانِي) = Praise be to Allāh who removed the filth from me and relieved me. - Ibn e Mājah 297) ■Health benefits: ■Spitting, urinating and defecating in the direction of Qiblah have been forbidden. ■Dr Zaron Ladi Buster and Alexandra have found out through research that there are positive rays all around the Holy Kaʿbah which are spreading out in the entire world. By facing Kaʿbah during these acts, he will constantly be harmed by the negative rays. ■By sitting according to the Sunnah during relieving oneself in wash-room, one is protected from perpetual constipation, piles and kidney-ailments.

Etiquettes of Purification (toilet)

Etiquettes of Bathing

Miscellaneous Etiquettes: ■Do not there is a dog or a picture of a living come back. Don't peek into a house, creature (a human being or an animal). Stand by the side of the main gate, not in years old, habituate them with regular ■When you knock at the door and (Bukhārī 5493) ■When you write a letter to the front. When you go to your mother, Salāh (Namāz). When they reach ten someone from inside enquires about somebody, begin with your name. (Abū then also seek permission. ■When years, separate their beds, and if they you, then don't say: "I". Rather, say your Dāwūd 4468/5115) ■When you visit babies begin to talk, teach them the miss prayers, beat them. (Tirmizī: 418) name. (Bukhārī 5781/8.74.267) ■Angels (of somebody's house, seek permission to Kalimah: Lā ilāha illallāhu merev) do not enter a house wherein enter. If you do not get permission, Muḥammad-ur Rasūlullāh (لَا إِلَهَ إِلَّا اللَّهُ) When they are seven

Verbal and Practical Test

(Ask yourself daily whether you have acted upon them or whether you plan to act in future (In Shā Allāh)

Questions: (1)Are you with Tahārah (ceremonial purity)? Have you had a look at the mirror for the purpose of tidying yourself? (2)Do you have conversations in a respectful manner? (e.g. in Urdū, using āp, jī, etc.) (3)What should you say on looking at your parents? Recite it. Take part in cleaning the house, washing clothes, and massaging parents' limbs. (4)Have you woken up with the Fajr Azān itself? (5)Have you offered the five prayers (Salāhs) today? Or if you have missed a prayer, then have you remained hungry (as atonement)? (6)Say the timings of the five Azāns and Salāhs in your neighborhood mosque. (7)Have you done any service to your teacher, have you in any way helped him, or have you massaged his limbs? Have you prayed to Allāh for him? (8)What do you want to become in future: Ḥāfiẓ, Ālim, doctor, engineer, graduate, business man, public servant, advocate, editor, scientist, leader, farmer, laborer? Say In Shā Allāh. (9)What formulas (Duās) should you recite, according to the Sunnah, for starting and ending the works from morning to evening, and when faced with a trouble, grief, deprivation or loss of an object? (10)Have you done any work at a neighbor's house, or visited it, or invited a relative or met him? (11)Have you sought forgiveness for today's sins and for using abusive language? Have you sought Allāh's forgiveness 100 times, and recited Durūd Sharīf 63 times? (12)Have you given some aid to a poor or fed an indigent? (13)Have you removed troublesome objects like thorns, stones, banana skins, etc which come under the etiquettes of road? (14)Have you watched television today? If so, which film or serial? Repent and vow not to repeat. (15)Have you left your seat in bus, train, etc. for a woman or an elderly man? (16)Have you met a non-Muslim brother? Did you have exchange of greetings with him? Have you invited him for a feast or accepted his invitation? (17)Say what are good manners. (18)Say what are evil manners. (19)What are the months of the Hijri calendar and of the Christian Gregorian calendar? Recite. (20)Say what is the secret of health and cure for diseases. (21)Say what are the etiquettes of Salām. Do you say Salām to all you meet from morning to evening? (22)Say what are the etiquettes of eating and drinking and say their medical benefits. (23)Say what are the etiquettes of sneezing, yawning and sleeping. (24)Say what are the etiquettes of wearing and clothing, and those of facial care and hair dressing. (25)How should you protect your tongue (from evil)? Punish it by holding it. (26)Say what are the etiquettes of Ghusl (bathing according to Shariāh). (27)Say what are the etiquettes of Tahārah. (28)What are the miscellaneous etiquettes? (29)What are the nine commands which Allāh and His prophet ṣallī Allahu alayhi wa alayhi ṣallam have proclaimed? Recite. (30)Say all the medical benefits that one gets by following the Sunnahs of our loved Prophet ṣallī Allahu alayhi wa alayhi ṣallam and say the diseases which one is afflicted with upon ignoring the Sunnahs. (31)Say the harms of the non-Islāmic customs which we have adopted presently.

Etiquettes of eating and drinking

■The Prophet ṣallī Allahu alayhi wa alayhi ṣallam said: There is no vessel filled by a man worse than abdomen. It is enough for a man to consume a few morsels which would keep his back straight. If he is bent upon more, then he should reserve one-third for food, one-third for water and the last one-third for air. (Tirmizī: 2302) ■When a Persian doctor Ibn e Abī Maʿsūbah read this, he said, "If people started following this ḥādīth, they will get safe from diseases, and clinics and pharmacies will be deserted." (Ganjīna e Hikmat by Ḥāfiẓ Ibn Rajab)

General Etiquettes:-

1. Spread dining sheet, sit around it and eat together in a single platter, or eat separately with both knees up, one leg up or both lying down on the floor. In each of the three postures, you automatically get limited to filling up only one-third of your abdomen. 3. Recite the starting prayer for meals: Allāhumma bārik lanā fi mā raʿāqtanā warzuqnā khairaminhu, bismillāhi wa āla barakatillāh (اللَّهُمَّ بَارِكْ لَنَا فِي مَا رَزَقْتَنَا وَارْزُقْنَا خَيْرًا مِنْهُ بِسْمِ اللَّهِ وَعَلَى بَرَكَاتِهِ) - Ibn Mājah 3313). 4. Eat with the right hand. If a morsel or a grain falls down, then clean it and eat it (if it did not fall on a dirty place). 5. Before washing hands, lick your fingers. At the end of meal, recite this prayer: Allāhumdullāhīl-lazī aʿfā-ānā wa saqānā wa ja-ālanā muslimīn (اللَّهُمَّ الَّذِي أَفْعَانَا وَاسْقَانَا وَجَعَلَنَا مُسْلِمِينَ) - Tirmizī 3379) ■Medical benefits of Sunnah posture: With this practice, you are likely to remain healthy, else you might be afflicted with one or the other disease from time to time. All ailments come from eating in a cross-legged posture, or while sitting on a chair or while standing. These methods allow

Etiquettes of eating and drinking

Drink in three breaths while sitting.

If you need to sit on a chair, sit in a way that Sunnah is safeguarded.

Eating together in one platter brings about blessings.

Squat with both knees up, or one knee up, or both on the floor. This is the Sunnah posture.

Compiled by: Jamāat e Islāhī e Muāsharah wa Izāla e Munkarāt (an NGO of holy clerics of all Islāmic schools of thought.)
Aims and Objectives: ■Action-oriented campaign for popularizing Allāh's worship, His servants' service and honoring of others' rights. ■Encouraging people to go on Jamāat trips for 3, 10, 30 or 100 days to provide every day four-hour training in residential localities and markets, and four-hour training in mosques for reforming, educating, training and encouraging, oneself and other people to put into practice virtues like Salāh (Namāz), good manners, etiquettes of everyday life, human service, generosity, eradication of evils, mosque service, and repentance and contrition. ■Providing guidance for education and employment projects aimed at students, youths and the poor. ■Establishing family welfare societies, marriage centers, Muslim credit centers for providing interest-free credits; conducting employment courses for Ālīms and Ḥāfiẓs; populating mosques; establishing Bait-ul Māl, morning schools with provision of breakfast; forming Islāhī Muāsharah committees consisting of Ālīms and Ḥāfiẓs at the levels of mandals, towns, and districts, etc. Contact us.

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